



GOVERNMENT RELATIONS DIRECTOR

Purpose:

To actively support and uphold the City's stated mission and values. To provide highly responsible and complex administrative support to the City Manager; to plan, direct and review the special programs activities and operations within the City Manager's Department including legislative and intergovernmental activities, transportation and aviation issues; to coordinate assigned activities with other City departments and outside agencies; and to serve as staff liaison to Tempe Sports Authority and the ASU/City of Tempe Policy Committee.

Supervision Received and Exercised:

Receives general direction from the City Manager or from other supervisory or management staff.

Exercises direct supervision over Management Intern and Aviation Coordinator.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Provide complex administrative assistance to the City Manager on wide variety of programs and projects; research, review and recommend action concerning the City's goals and objectives.
- Prepare and present the interests of the City and municipalities to the State legislature, the Congressional delegation and in intergovernmental organizations such as Maricopa Association of Governments (MAG) and other agencies; prepare legislative resolutions, proposals, explanatory text, bill drafts and amendments; secure legislative sponsors as required; track progress of bills; testify before legislative committees.
- Oversee and manage consultant contracts on topics such as aviation, transportation, and special lobbying efforts.
- Maintain legislative files of bills, amendments, daily reports and other correspondence and information relative to legislation.

Effective November 1988

Revised September 1996

Revised January 2000

Revised July 2002 Range Changed

Revised February 2005 – range adjustment

CITY OF TEMPE

Government Relations Director (continued)

- Review and analyze legislation of municipal interest; provide City departments with pertinent information regarding bills for further analysis.
- Coordinate legislative efforts with the league, other cities and other affected parties; discuss City positions on legislation with legislators and attempt to persuade them to support these positions.
- Coordinate transportation activities with the Public Works Director, Deputy Public Works Director, and other outside agencies and organizations regarding the location, design and construction of new freeways, freeway improvements and mass transit including light rail within the City and region.
- Oversee the coordination of the City's aviation strategies, projects and programs.
- Participate on a variety of boards and commissions; attend, participate in and speak to professional groups and committees about City issues of assigned areas.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to recognize exemplary job performance and correct deficiencies as needed; implement disciplinary procedures as required.
- Serve as faculty of the Tempe Learning Center.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in professional municipal program administration including one year of legislative or lobbying experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, government or a related field. A Master's degree is highly desirable.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0700

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CITY OF TEMPE
Government Relations Director (continued)

Salary Range: 155

FLSA: Exempt

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